Sl. No 138

1949-52

File No. 219/48

DW **DEPARTMENT**

D **CLASS**

E **BRANCH** (11)

Subject:— Office Hours

Govt Offices

E (11)

File No. 219/48

Sta. Sectt. Slip 24-A

Std. Sectt. 78A s.

G.R., G D., No. 2408, dated 22-6-22.]

Correspondence

DOCKET SHEET (B)

Subject :—

File No. 219/48

P. W. DEPT.

E BRANCH. (II)

References :—

Date.	To whom sent.	Notes and instructions.

Office Hours.
Suriot observance of --in the Secretariat.

Government of Bombay,
Political and Services Department.
Circular No. 1173/46.
Bombay Castle, 22nd April 1949.

CIRCUIAR.

It has been noticed that many members of the Secretariat staff do not attend office punctually in the morning. Government takes a serious view of this irregularity which necessarily hampers work and efficiency. The Heads of the Secretariat Departments, are, therefore, requested to take steps to ensure that the hours of work prescribed under Government Resolution, Political and Services Department No. 7117, dated the 7th October 1942 are strictly observed by members of their staffs.

2. It has also been noticed that there is a general tendency among members of the staff of the Secretariat Departments to go out frequently during office hours for tea etc., This is not satisfactory. It is hereby directed that the recess of half an hour (one hour in the case of the inferior staff) allowed to members of the clerical staff should be strictly observed. The hours for taking food at the Secretariat Canteen should be from 12 noon to 2/30 p.m. and members of the clerical staff should choose a shift of half an hour between these hours and registar their hour of recess in a book which should be maintained in each Department. Those who do not wish to go to the Canteen and desire to make their own arrangements for food or tea in the Secretariat or outside will have to select half- an hour between 1/30 p.m. and 2/30 p.m.

3. The Superintendents and the Assistant Secretaries should see that these arrangements are strictly enforced.

By order of the Governor of Bombay,

By order of the Governor of Bombay,
M.D.Bhatt.
Chief Secretary to the Government of Bombay,
Political and Services Department.

To

The Secretary to the Honourable the Premier,
All Personal Assistants to the Honourable Ministers,
All Departments of the Secretariat.
The Private Secy. to the Governor (for information only.)

Office hours.

GOVERNMENR OF BOMBAY.
Political and Services Department.
Circular No. 1173/46.
Bombay Castle, 7th November 1939..

CIRCULAR.

It has been represented to Government that due to considerable increase in work in many Government offices, members of the staff in such offices are required to work out-side office hours and also on holidays at times. Though this is being done by responsible members of the staff entirely voluntarily and no complaint has so far been received by Govt. from any particular member of the staff regarding compulsion from higher officers to work beyond normal office hours and on holidays, Government desires to impress upon the Heads of Departments and Offices that they should avoid detaining the staff in office till late hours or call on them to attend office on holidays, by reason of any individuals vagaries. If in times of emergency or in special circumstances any member of the staff is called upon to work beyond normal office hours or on Sundays and other holidays, this should be done under the written orders of the Head of the Office or some other responsible Officer.

2. Government expects at the same time that members of the staff should not waste their time in any manner during the regular working hours and allow their work to remain in arrears.

By order of the Governor of Bombay,
M.D.BHAT,
Chief Secy. to the Govt. of Bombay,
Political and Services Department.

To

The Private Secy. to the Governor,

The Secy. to the Honourable the Premier,

The Commrs., of Dns.,

All Collectors,

The Administrator, Sirohi State,

All Heads of Deptts. and Offices under the Several Deptts. of the Secretariat,

All Personal Asstts. to the Honourable Ministers.

All Deptts. of the Secretariat.

No. of 1949 .

Copy forwarded for information and guidance to.

Copy of the Political and Services Department Note dated t the 21st Decr. 1949.

...

This may returned to the Labour Deptt. with an intima - tion that there is no objection to continuing the practice prevailing in that Deptt. regarding late turns, provided the late turns are approved under the written orders of some responsible officer, as provided in paragraph one of this Deptt- circular in question.

Id/-
21/12/49.

Orders in paragraph 1 in respect of detention of the members of the staff beyond office hours are applicable only to special cases and do not provide for detention beyond office hours every day, under the written orders of the head of offices or some other responsible officer. The practice followed in the Labour Deptt. in respect of late turns every day is more or less common in all Secretariat Deptt. and therefore it is desirable to provide for this by general orders.

Id/- A.U.S.(aadan).
21/12/49.

I think this dention of clerks is not 'by reason of individual vagaries' as mentioned in paragraph 1 of the Circular (page 1) but would fall under"special circumstances". The practice in the Labour Deptt. (and ~~other~~ in other Deptts.) can continue. No general orders on the point seem necessary.

Id/- J.C.(haves).
21/12/49.

Id/- M.D.B(hat),
21/12/49.

No. 1173/46-B.
Political and Services Deptt.,
Bombay Castle, (Bombay No.1) 4th January 1950.

Forwarded with compliments for information and guidance to:-

The Secy. to the Honourable the Premier,
The ---

All Personal Asstt. to the Honourable Ministers,

All Deptts. of the Secretariat,

with reference to Govt. Circular, Political and Services Department No. 1173/46, dated the 7th Novr. 1949.

By order of the Govt. of Bombay,

Sd/-

for Chief Secy. to the Govt. of Bombay,
Political and Services Deptt.

Office hours.
/Bombay City and mofussil offices.

GOVERNMENT OF BOMBAY.
Political and Services Department.
Resolution No. 1173/46.
Bombay Castle, 22nd May 1950.

Resolution:- In supersession of all previous orders on the subject, the Govt. of Bombay is pleased to prescribe with immediate effect, the following hours of work for Govt. offices (including the Secretariat) in the Bombay State, other than offices for which hours are prescribed by the High Court:-

Week days --- 10/30 a.m. (without any grace) to 6 p.m.
Saturdays --- 10/30 a.m. (without any grace) to 2/30 p.m.

The Secretaries in the Departments of the Secretariat and other heads of departments and offices in the State are authorized to give a recess upto Half an hour on all working days except Saturdays to those members of the staff who require it.

The local head of the Department or the head of the Office is further authorized to prescribe other hours of work of equivalent length if he considers this necessary to meet local requirements in exceptional circumstances.

2. Govt. is pleased to direct that the hours of work prescribed for peons in Bombay City (other than those in the office under the control of the High Court) should remain

the ---

me as hitherto namely:-

lays -- 9/45 a.m. to 7 p.m.
lays -- 9/45 a.m. to 4/30 p.m.

-eads of offices are authorized to prescribe the h

s as from 9/15 a.m. to 6/30 p.m. to suit exceptional

s. On Saturdays peons may be required to wait after

4/30 p.m. by turns as may be necessary.

The Heads of offices are also authorized to give

a recess up to one hour on week days and upto half an

hour on Saturdays to those peons who require it.

By order of the Governor of Bombay,
M.D.BHAT,
Chief Secy. to the Govt. of Bombay,
Political and Servicesx Deptt.

To

The Private Secy. to the Governor,
The Secretary to the Honourable the Chief Minister,
The Commirs. of Divisions,
All Collectors,
The Inspector General of Police, Bombay State,
The Commissioner of Police, Bombay.
All other Heads of Deptts. and offices under the several Departments of the Secretariat,
All Personal Assistants to the Honourable to the Honourable Ministers,
All Deptts. of the Secretariat,
*The Prothonotary and Senior Master, High Court, Bombay,) for
*The Registrar, High Court, Bombay,) infor-
*The Municipal Commr. for the city of Bombay.) mation.

*By xxxxx letter.
No. of 1950.

Copy forwarded for information and guidance to

Office hours.

GOVERNMENT OF BOMBAY.
Political and Services Department.
Circular No. 1173/46.
Bombay Castle, 20th March 1950.
CIRCULARx OF GOVERNMENT.

The orders contained in Government Circular, Politica

cal and Services Department, No. 1173/46, dated the 7th

Novr. 1949, seem to have been interpreted by some to mean

that it is not permissible for Heads of Offices or other

officers to detain members of their staff beyond normal

office hours or to call them for work on Sundays and

other holidays under any circumstances. Government desires

Government desires to make it clear that this interpretation of the orders is not correct. As has been made clear in the circular itself it is open to Heads of Offices or other responsible officers to ask members of staff under them to work beyond normal office hours or to call them on Sundays and other public holidays whenver they feel that the work is of such a nature that it must be compeleted even though it would involve attendance in office beyond normal office hours.

By order of the Governor of Bombay,

M.D.BHAT,
Chief Secy. to the Govt. of Bombay,
Political and Services Deptt.

To -

The Private Secretary to the Governor,
The Secretary to the Honourable the Chief Minister,
The Commissioners of Divisions,
All Collectors,
All other Heads of Deptts. and Heads of Offices under the several Deptts. of the Secretariat,
All Personal Assistants to the Honourable the Ministers,
All Deptts. of the Secretariat.

No. of 1950.

Copy forwarded for information and guidance to

IMMEDIATE.

Office hours.
Bombay City and
Mofussil Offices.

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GOVERNMENT OF BOMBAY.
Political and Services Department.
Circular No. 1173/46.
Bombay Castle, 20th July 1950.
CIRCUIAR.

It has been represented to Govt. by certain members of the staff that the closing hour (6 p.m.) prescribed by Govt. Resolution, Political and Services Deptt., No. 1173/46 dated the 22nd May 1950, is inconvenient especially to persons residing in the suburbs and placed at a big distance from their offices and that it is particularly inconvenient during the rainy seasons and the winter. It

It has has also been pointed out that in some of the offices in the districts lighting arrangements are not satisfactory. All Departments of the Secretariat and all Heads of Deptts. under the several Deptts. of the Secretariat are requested to offer their views on the complaints referred to above and to state whether they consider it desirable to restore the former closing hour in the offices unddr them. All replies should reach Govt. in the Political and Services Deptt. by the 12th August 1950, at the latest.

By order of the Governor of Bombay,
M.D. Bhat,
Chief Secy. to the Govt. of Bombay,
Political and Services Deptt.

To
All heads of Deptts.
All Deptts. of the Secretariat,

Secy Id/- 21/7
CE Id/- 22/7
Id/-
ACE 24/7
Id/-
DS. 24/7

Letter.

No.219/48-E(II). P.W.D.,
Bombay Castle (Bombay No.1),
7th August 1950.

To
The Chief Secy. to the Govt. of Bombay,
Political and Services Department.

Sub:- Office hours in Bombay city and Mofussil Offices.

Ref:- Political and Services Department Circular No.
No. 1173/46, dated the 20th July 1950.

2. From the experience gained so far, it has been found that the extra half an hour has not resulted in any additi to work; on the other hand it has caused considerable inco nience to persons residing in the suburbs. It is also no ced that, beyond a certain point, outturn of work in offi- ces diminishes with increased hours of duty. Besides, these increased office hours interfere with the evening time of recreation. This Department is therefore of the opinion that the hours of work which were in vogue prior to the issue --

issuem of the orders in Govt. Resolution, Political and Services Deptt., No. 1173/46, dated the 22nd May 1950, viz.. 10/30 A.M. to 5/30 P.M., should be restored.

Id/-
Dy. Secy. to the Govt.
of Bombay, P.W.D.

D.A.Nil.
2
6/JP.
8/8 - Issued
Id/-
8/8/50.

Letter.

P.W.D.,
No. G.R.65. Belgaum: 8th Aug.,1950.

From
The Superintending Engineer,
Southern Circle, Belgaum.

To
The Chief Secretary to Govt.
Political and Services Deptt., Bombay.

Sub:- Office Hours:
Bombay City and mofussil Offices.

Ref:- Govt. (Political and Services Deptt.)
Circular No. 1173/46, dt. the 20th July, 1950.

2. So far as Offices of the P.W.D. in this Circle are concerned, the closing hour (6 P.M.) prescribed in the Government Resolution, (Political and Services Department) No.1173/46, dated the 22nd May, 1950, is suitable. Some of the office buildings have also got lighting arrangements. But the opening hour (10/30 A.M.) prescribed in the Govt. Resolution referred to above is found to be very inconvenient and unsuitable especially to persons residing at a long distance from their Offices both during rainy season and the winter. Unlike conditions in Bombay, Poona and other big cities, there are no bus and rail facilities in the small cities and towns in the mofussil and people have to walk all the distance between their residences and the Offices. I, therefore, recommend that ordinary hours of work for all Office in the mofussil may be pres--

prescribed as follows:-

Week days: 11 A.M. (without any grace to 6 P.M.	without any recess of half an hour on all working days except Saturday allowed in Govt. Resolution No. 1173/46, dt. the 22/5/1950.
Saturdays: 11 A.M. ~~to~~ do -	
or Locals to 2/30 P.M.	
Bazar Day:	

D.A.Nil.

GRL
7/8

Sd/- 3/8
Superintending Engr., S.D.

Copy forwarded with compliments to -
the Secy. to the ~~Govt~~ Govt., P.W.D. Bombay,
the Chief Engr., P.W.D., Bombay,

for information.

G.R. 67/#149
No. of 1950.
Public Works Deptt.
Poona, 1, 8th August 1950.

Letter.

To
The Chief Secy. to the Govt. of Bombay,
Political and Services Deptt., Bombay.

Sub: Office hours.
Bombay City and mofussil Offices.

Ref:- Government Circular No. 1173/46 dated 20/7/1950.

.....

The present closing hour in Poona is 6 P.M. There is no need to alter it so far as Poona is concerned.

Sd/-
Superintending Engineer,
Central Circle,

Id/-
8/8/50.

Copy forwarded with compliments to the Secy. to Government, Public Works Department, Bombay, through the Chief Engineer, Public Works Department, Bombay.

Office hours
Bombay City and mofussil Offices

GOVERNMENT OF BOMBAY.
Political and Services Department.
Resolution No. 1173/46.
Bombay Castle, 13th Septr. 1950.

Read Government Resolution, Political and Services Department, No. 1173/46. dated the 22nd May 1950.

Read Government Circular, Political and Services Department, No. 1173/46, dated the 20th July 1950

Resolution:- Government has carefully considered the views expressed by the Heads of Departments in response to Government Circular, Political and Services Department No. 1173/46, dated the 20th July 1950 and in view of the general trend of opinion in favour of the former office hours, Government is pleased to restore in supersession of the orders issued in Government Resolution, Political and Services Department, No. 1173/46, dated the 22nd May 1950, the following hours of work for Government offices (including the Secretariat) in the Bombay State, other than offices for which hours are prescribed by the High Court, with effect from the 1st October, 1950:-

(i) Government offices in Greater Bombay and the Bombay Surburban District other than those offices for which hours of office are prescribed by the High Court:-

Week days -- 10/30 a.m. (without any grace) to 5/30 p.m.
Saturdays -- 10/30 a.m. (without any grace) to 2 p.m.

(ii) Government offices in the mofussil:-

Week days -- 11 a.m. (without any grace) to 6 p.m.
Saturdays -- 11 a.m. (without any grace) to 2-15 p.m.

The Secretaries in the Departments of the Secretariat and other heads of departments and offices in the State are authorised to give a recess up to half a hours on all working days excep Saturdays to those members of staff who require it.

The local head of the department or the head of the office is further authorised to prescribe other hours of work of equivalent length if he considers this necessary to meet local requirements in exceptional circumstances.

*2. Government is also pleased to direct that the hours of work prescribed for peons in Greater Bombay (other than --

For further orders see S.C., P.& S.D. No.1173/46, dt. 5/12/51. (O.H.R.1058

than those in the offices under the control of the High Court) should remain the same as hitherto, namely:-

Week days -- 9/45 a.m. to 7 p.m.
Saturdays -- 9/55 a.m. to 4/30 p.m.

The Heads of Offices are authorised to prescribe the hours as from 9/15 a.m. to 6/30 a.m. to suit exceptional cases. On Saturdays peons may be required to wait after 4/30 p.m. by turns as may be necessary. The Heads of Offices are also authorised to give a recess up to one hour on week days and up to half an hour on Saturdays to those peons who require it.

By order of the Governor of Bombay,
M.D.MEHTA,
Chief Secy. to the Govt. of Bombay,
Political and Services Deptt.

Secy. Id/-
26/4

To
The Secy. to the Governor,
The Secy. to the Honourable the Chief Minister,
All Collectors,
The Inspector General of Police, Bombay State,
The Commissioner of Police, Bombay,
All other Heads of Deptts., and Heads of Offices under the several Departments of the Secretariat.
All Personal Assistants to the Honourable Ministers,
All Departments of the Secretariat,
*The Registrar, High Court, Appellate Side, Bombay,
*The Prothonotary and Senior Master, High Court, Bombay,
* The Municipal Commissioner for the City of Bombay
*By letter.

for information.

No. of 1950.

Copy forwarded for information and guidance to

Port Office, Okha.
Dated 13th Jan. 51.

OFFICE ORDER:-

With reference to this office Office-Order No. 16 of 21st October., 1950, the working hours of the Port and Harbour Offices are modified as under from 15/1/51.

Weekdays from 10/30 a.m. to 5/30 p.m.
Saturdays from 10/30 a.m. to 1/45 p.m.

All sectional heads to please note this and observe office hours as above. Copy of this may be pasted on Notice Board for information of public.

Sd/-
(S.K.Gupta),
Port Officer, Okha.

(N.N.Parmar),
HABOUR ENGINEER, OKHA. Id.

Copy to The Assistant Secy. to Govt. of Bombay, Bombay
Copy to The Superintending of Customs, Okha for information.

Port Office, Okha.
No.P/40 of 50/51. Dated 12th Jan.51.

The Assistant Secy. to the Govt. of Bombay,
Public Works Department, Bombay Castle,
Bombay No. 1.

Sub:- Working hours of Port and Harbour Offices at Okha.

Under Government of Bombay Political and Services Department, resolution No. 1173/46 dated 13th Sept. 1950 regarding office hours obtained from the Mamlatdar, Dwarka, the Port and Harbour Offices were observing the time as under:-

Week days from 11/00 a.m. to 8/00 p.m. | Without
Saturday from 11/00 a.m. to 2/15 p.m. | recess.

Now to suit the local condition, the office hours of the Port and Harbour Offices, are altered as under (Copy of Office order is enclosed):-

Week days from 10/30 a.m. to 5/30 p.m. | Without
Saturdays " 10/30 a.m. to 1/45 p.m. | recess.

Kindly communicate if Govt. has any objection to this change and if not the same may plese be confirmed. Also please let this officek know if 1/2 hour recess can be allowed during the above time for tea etc.

Sd/-
(S.K.GUPTA),
Id- PORT OFFICER. OKHA.

212/48/4961. P.W.D.

E.B.(II).

Submitted.

2. The P.D. Okha may be informed as per draft put up for approval.

Id/-
30/1/51. D.S.(R.& B.)

I think the closing time on Saturday should be 2 p.m. instead of 1/45 p.m. Please verify.

Id/-
3/2/51

Letter. 219/48/4961.
P.W.D.
B.C.(Bombay No.1)
9th February 1951.

No. 219/48/E(II).

To

The Port Offices, Okha.

Sub:- Working hours of port and habbour offices at Okha.

Ref:- Your letter No. P/40 dated the 12/1/1951 on the above subject.

2. The office hours, notified in your office order dated the 15/1/1951, are approved, except that on Saturday, they should be 10/30 a.m. to 2 p.m. instead of 10/30 a.m. to 1/45 p.m.

3. A recess upto half an hour, on all working days, except on Saturday, can be allowed to those members of staff who required it.

Id/-
6/2/51.

By order etc.
A.S. to Govt.
P.W.D.

D.A.Nil.

Office Hours.

GOVERNMENT OF BOMBAY,
Political and Services Department,
Circular, No. 1173/46.
Bombay Castle, 26th March, 1951.

CIRCULAR.

Attention of the Secretariat Deptts. is invited to Government Circular, Political and Services Department, No. 1173/46, dated the 22nd April, 1949 regarding strict observance of office hours in the Secretariat. It has since been noticed that many members of the Class III service take recess upto half an hour as a matter of course even on Saturdays. According to paragraph 1 of Government Resolution, Political and Services Department, No. 1173/46, dated the 13th September, 1950 members of the staff are not expected to ask for recess on Saturdays. Secretaries to Government are therefore requested to see that no recess is permitted to members of the Class III Service on Saturdays.

Saturdays. Permission to take recess upto half an hour on Saturdays may however be granted in exceptional cases viz. to those members of the staff who take their meals during office hours in the Secretariat Canteen or in the office tiffin room etc. on the condition that they make up the loss of time by working upto 2/30 P.M. The Secretaries should see that the condition is strictly enforced.

By order of the Governor of Bombay,
M.D.Bhat,
Chief Secy. to the Govt. of Bombay,
Political and Services Department.

The Secy. to the Governor,(for information)
The Secy. to the Honourable the Chief Minister
All Depersonal Assistants to the Honourable Ministers.
All Departments of the Secretariat.

Office Attendance.
Political and Services Department.
Circular No. 1173/46.
Bombay Castle, 3rd Novr.,1952.
CIRCUIAR.

The attention of the Secretaries to Government in this several Departments of the Secretariat is invited to Governorment Circulars, Political and Services Department, No. 1175/46-B, dated the 10th June; 1952, and No. 1173/46, dated the 13th June, 1952, on the subject noted above. It has been noticed that the habit to arrive late persists amongst certain members of the staff of the Secretariat Departments. It is, therefore, considered necessary to take disciplinary action against such persons with a view to enforce strict compliance with the hours of office attendance. The Secretaries to Govt. are accordingly requested to see that the following directions are strictly followed in their respective Departments:-

(1) The Muster Rodl should be removed punctually from office at 10/35 a.m. after giving five minutes time to

sign it.

(2) After the Muster Roll is removed, all late-comers should report the Assistant Secy. xxxx in charge of the Muster Roll xxx who should issue in writing a warning for the first offence.

(3) A second offence within the same month should count a reduction in casual leave by the period of one days xx and if a third offence is noticed during the same month the fact should be reported to the Secretary of the Department for such further disciplinary action as may be xx considere necessary

(4) A list of such late comers should also be submitted the Chief Minister every week by the Departments direct in the form annexed to this Circular.

By order of the Governor of Bombay,
M.D .BHANSALI,
Chief Secy. to the Govt. of Bombay.
Political and Services Department,

To
The Secretaries to Govt. xx in the several Deptts. of the Secretariat,
The Resident Dy.Secy. to Govt.,Separate Deptt.
The Secy. to the Chief Minister,
Personal Assistants to all Ministers,
Personal Assistants to all Dy. Ministers,
The Director of Publicity,Bombay.

P.K.2M.

ANNEXURE TO GOVERNMENT CIRCUIAR,

POLITICAL & SERVICES DEPTT.,No.1173/46, dated 3rd Novr.1952.

Name of Deptt.	Name of person.	Designation	Number of times he/she came during the month.	Punishment, if any, accorded to the person for repetition of the offence.	Remarks.
1	2	3	4	5	
Originals in file ~~file~~ no OHR 1052					